SUPPLIER PORTAL AND SUBMIT A BID RESPONSE INSTRUCTION

HOW TO REGISTER AS A SUPPLIER AND SUBMIT BID RESPONSE

Sidra Medical & Research Center

Scope of This User Manual

- **A Supplier portal over overview**

  A vendor portal enables vendors to register with Sidra Medical & Research Center as an interested supplier. Registration usually requests basic information, such as business name, address, and asks the vendor to select a user name and password also will allow the vendor to select his areas of interest, ensuring that he will only receive bid notices for those particular areas.

- **Target Audience**

  Vendors how to register as a supplier and Submit bid response through Sidra web portal.

- **Scope**

  The intention is that this document will provide a comprehensive guide for vendors how to register as a supplier and Submit bid response through Sidra web portal. It is in seven parts as the following.

  1. How to Register as a Supplier
  2. Supplier Bid Response
  3. Modify Response
  4. Supplier Withdraws Response
  5. Supplier Reinstate Response
  6. Supplier Asks Question
  7. Check for Answers to Questions

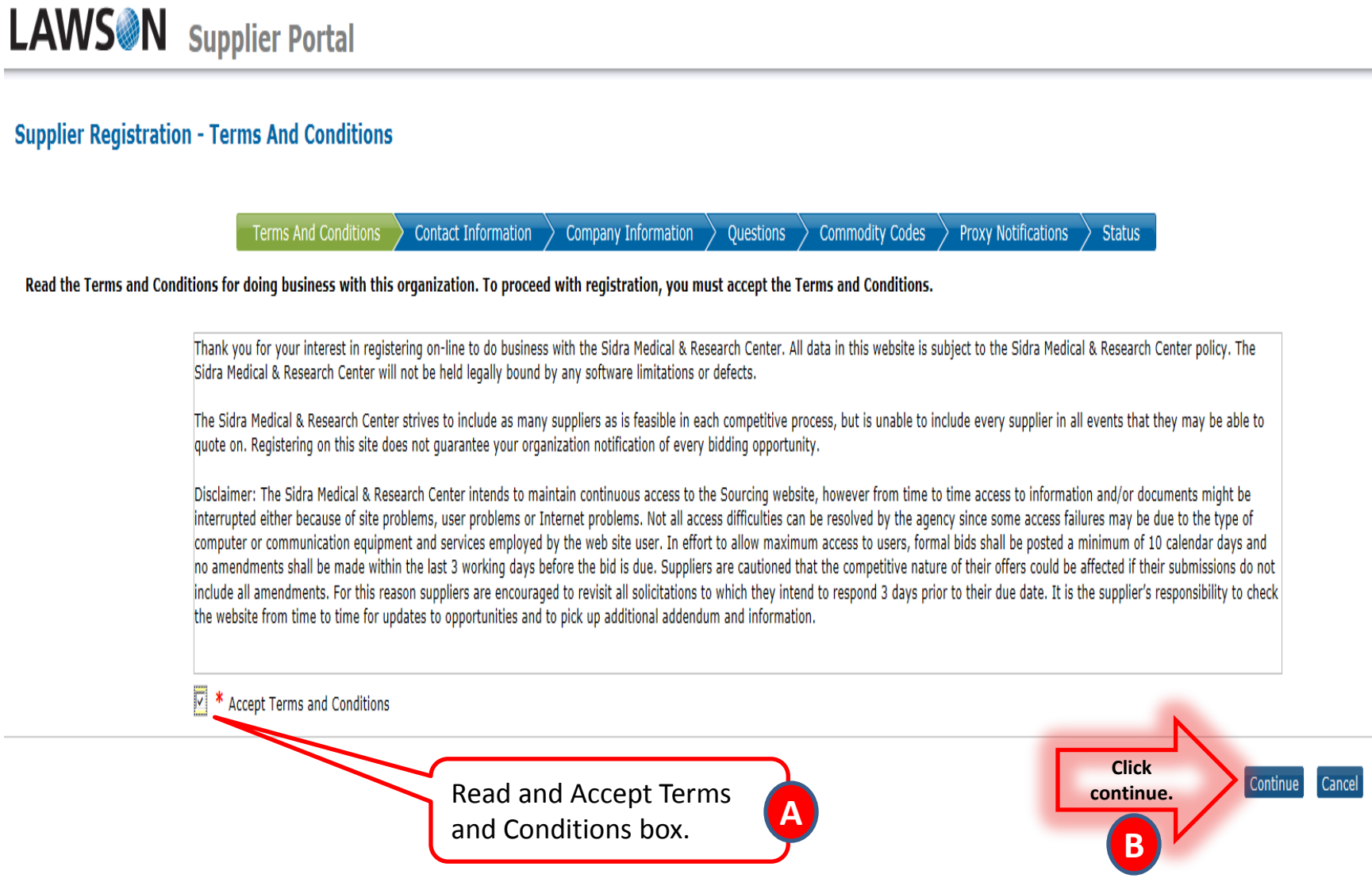
1- How to Register as a Supplier

1. To register as a supplier go to the following URL

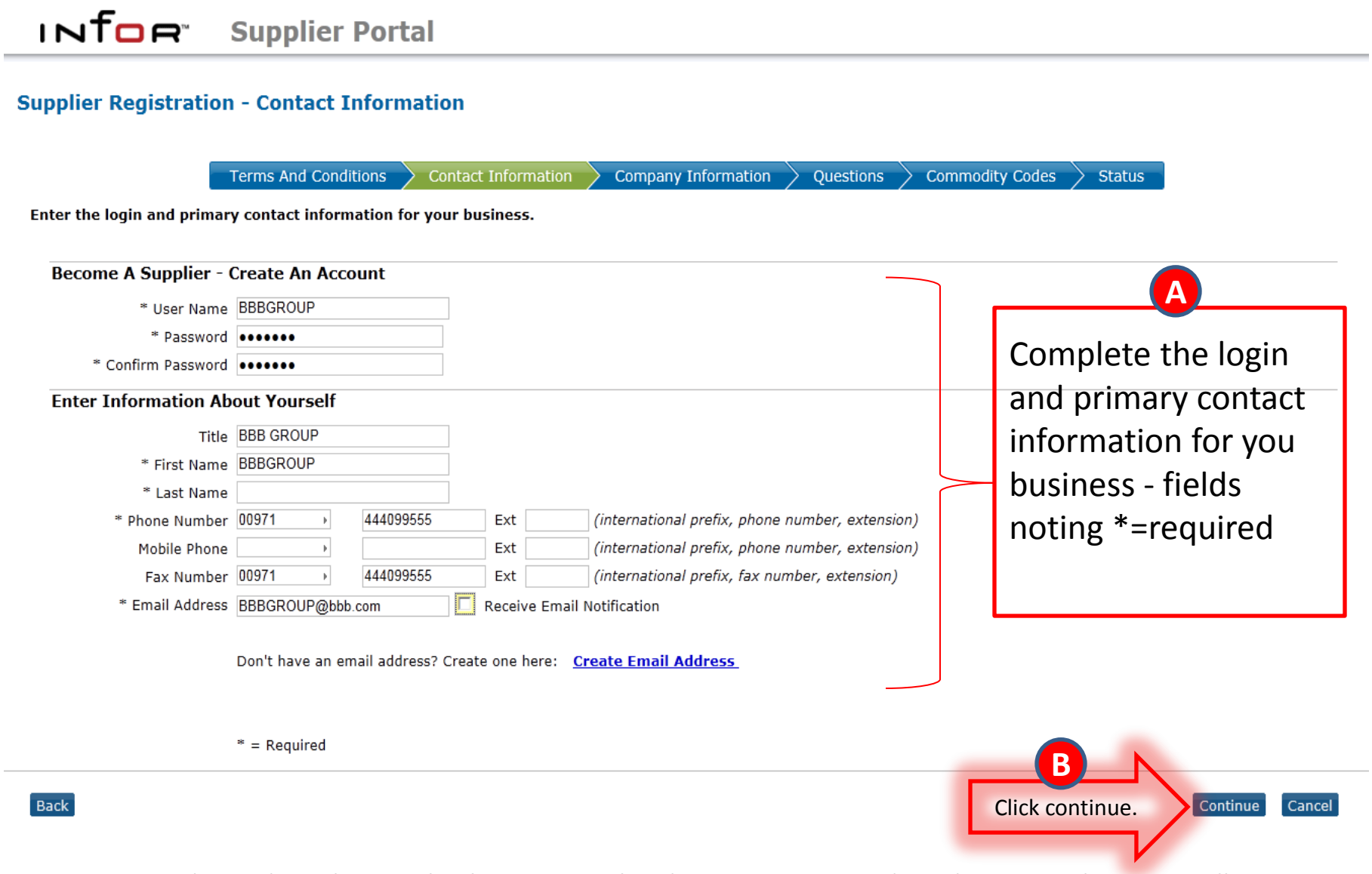
https://mv3wlews01prvc2.smrc.sidra.org:448/cmss01prd/SourcingSupplier/controller.servlet?dataarea=cmss01prd&context.session.key.SupplierGroup=SMRC

2. Under Login/Register, click Register.

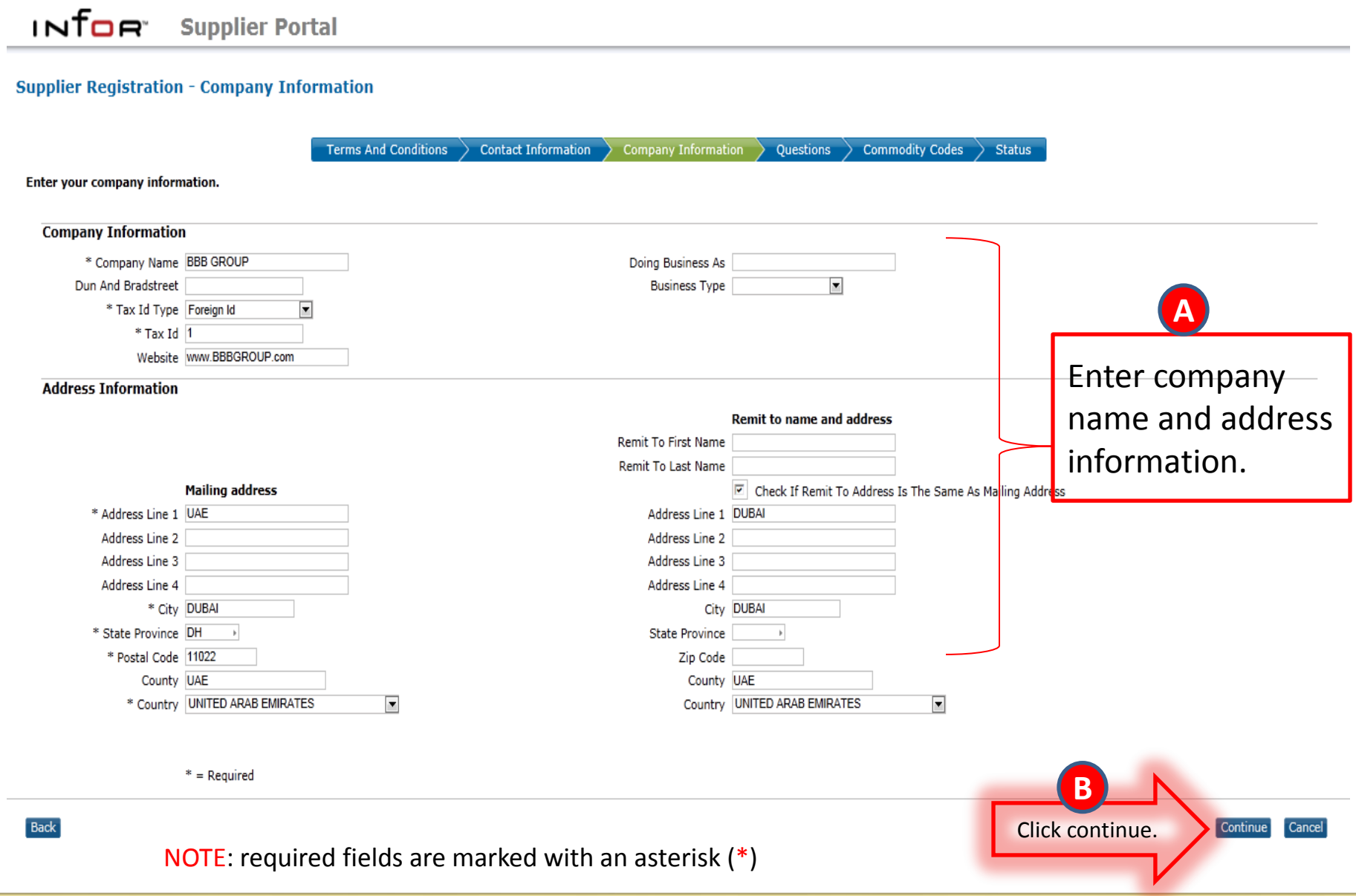
LAWSON Supplier Portal
Welcome Contact Us Help
Login/Register
Login
Forgot User Name?
Register
Click Here
Supplier Portal
The Supplier Portal facilitates the exchange of information between a buying organization and its suppliers. Benefits of the application include:
Self-service supplier registration and account maintenance
Support for multiple commodity codes per supplier and contact
Improved communication via messages, including support of electronic attachments
Document upload capability
Enables data to be accessible in one location


LAWSON Supplier Portal
Supplier Registration - Terms And Conditions
Terms And Conditions
Contact Information
Company Information
Questions
Commodity Codes
Proxy Notifications
Status
Read the Terms and Conditions for doing business with this organization. To proceed with registration, you must accept the Terms and Conditions.
Thank you for your interest in registering on-line to do business with the Sidra Medical & Research Center. All data in this website is subject to the Sidra Medical & Research Center policy. The Sidra Medical & Research Center will not be held legally bound by any software limitations or defects.
The Sidra Medical & Research Center strives to include as many suppliers as is feasible in each competitive process, but is unable to include every supplier in all events that they may be able to quote on. Registering on this site does not guarantee your organization notification of every bidding opportunity.
Disclaimer: The Sidra Medical & Research Center intends to maintain continuous access to the Sourcing website, however from time to time access to information and/or documents might be interrupted either because of site problems, user problems or Internet problems. Not all access difficulties can be resolved by the agency since some access failures may be due to the type of computer or communication equipment and services employed by the web site user. In effort to allow maximum access to users, formal bids shall be posted a minimum of 10 calendar days and no amendments shall be made within the last 3 working days before the bid is due. Suppliers are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments. For this reason suppliers are encouraged to revisit all solicitations to which they intend to respond 3 days prior to their due date. It is the supplier's responsibility to check the website from time to time for updates to opportunities and to pick up additional addendum and information.
* Accept Terms and Conditions
Read and Accept Terms and Conditions box.
A
Click continue.
B
Continue
Cancel

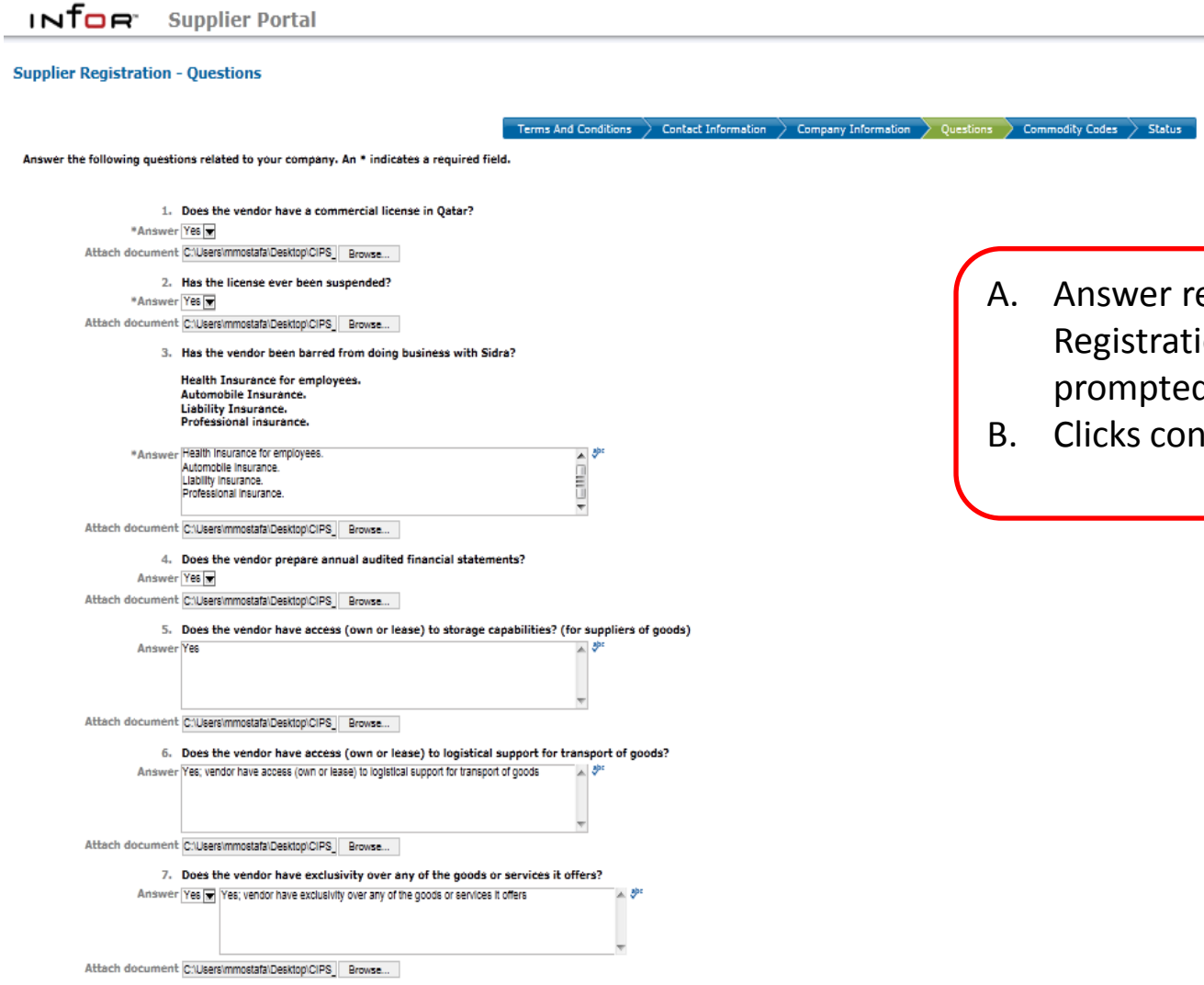
NOTE: required fields are marked with an asterisk (*)


INFOR Supplier Portal
Supplier Registration - Contact Information
Terms And Conditions
Contact Information
Company Information
Questions
Commodity Codes
Status
Enter the login and primary contact information for your business.
Become A Supplier - Create An Account
* User Name BBBGROUP
* Password
* Confirm Password
Enter Information About Yourself
Title BBB GROUP
* First Name BBBGROUP
* Last Name
* Phone Number 00971 444099555 Ext (international prefix, phone number, extension)
Mobile Phone Ext (international prefix, phone number, extension)
Fax Number 00971 444099555 Ext (international prefix, fax number, extension)
* Email Address BBBGROUP@bbb.com Receive Email Notification
Don't have an email address? Create one here: Create Email Address
* = Required
A
Complete the login and primary contact information for you business - fields noting *=required
B
Click continue.
Back
Continue
Cancel

Note: Password must be at least eight characters with at least one upper and one lower case letter as well as a number. ***Make Note of User Name And Password***.



NOTE: required fields are marked with an asterisk (*)


INFOR Supplier Portal
Supplier Registration - Questions
Terms And Conditions
Contact Information
Company Information
Questions
Commodity Codes
Status
Answer the following questions related to your company. An * indicates a required field.
1. Does the vendor have a commercial license in Qatar?
*Answer Yes
Attach document C:\Users\mmostafa\Desktop\CIPS_ Browse...
2. Has the license ever been suspended?
*Answer Yes
Attach document C:\Users\mmostafa\Desktop\CIPS_ Browse...
3. Has the vendor been barred from doing business with Sidra?
Health Insurance for employees.
Automobile Insurance.
Liability Insurance.
Professional insurance.
*Answer Health Insurance for employees.
Automobile Insurance.
Liability Insurance.
Professional insurance.
Attach document C:\Users\mmostafa\Desktop\CIPS_ Browse...
4. Does the vendor prepare annual audited financial statements?
Answer Yes
Attach document C:\Users\mmostafa\Desktop\CIPS_ Browse...
5. Does the vendor have access (own or lease) to storage capabilities? (for suppliers of goods)
Answer Yes
Attach document C:\Users\mmostafa\Desktop\CIPS_ Browse...
6. Does the vendor have access (own or lease) to logistical support for transport of goods?
Answer Yes, vendor have access (own or lease) to logistical support for transport of goods
Attach document C:\Users\mmostafa\Desktop\CIPS_ Browse...
7. Does the vendor have exclusivity over any of the goods or services it offers?
Answer Yes Yes, vendor have exclusivity over any of the goods or services it offers
Attach document C:\Users\mmostafa\Desktop\CIPS_ Browse...
Back
Continue
Cancel

A

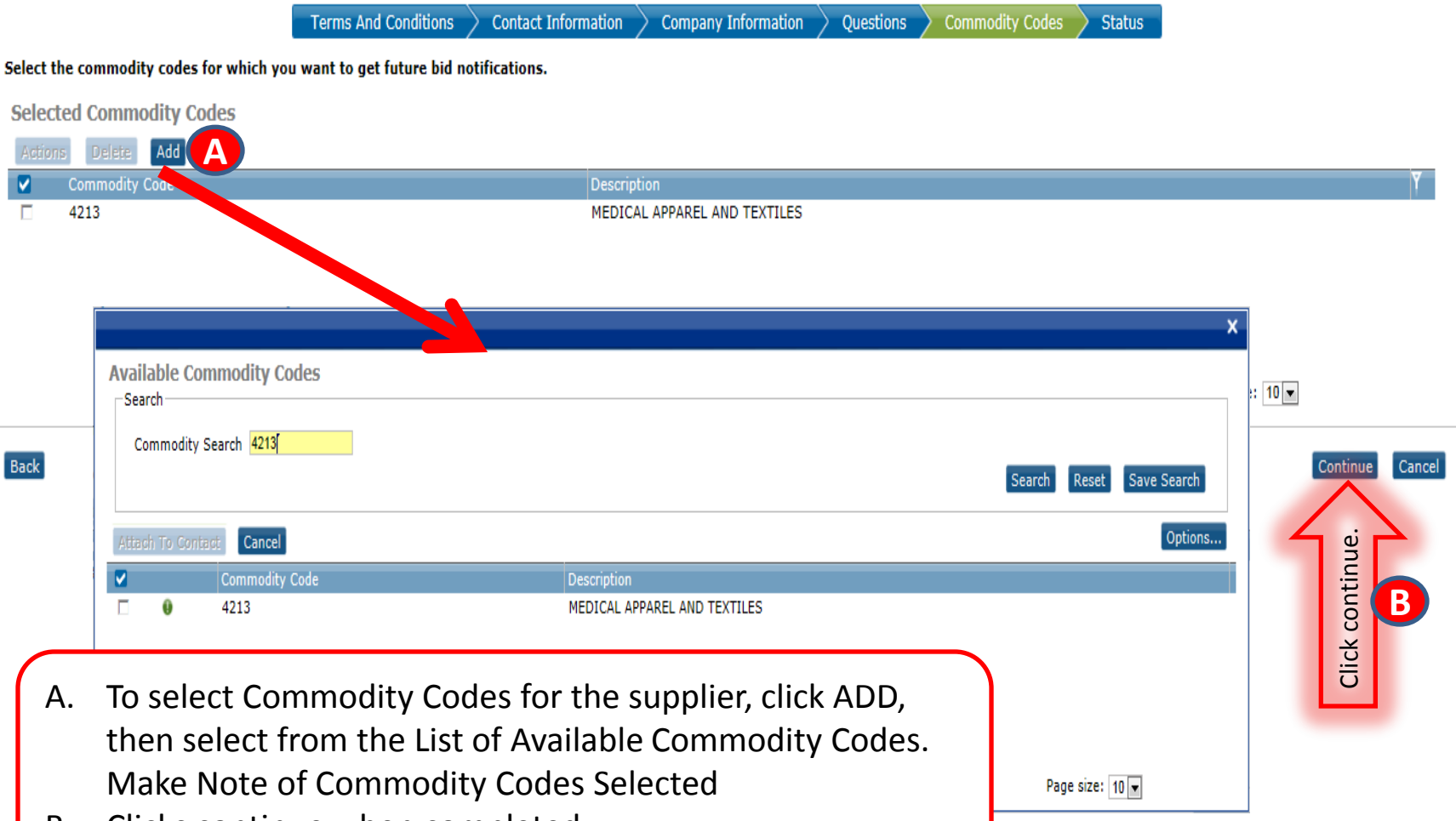
A. Answer required Supplier Registration Questions as prompted.
B. Clicks continue when completed.

B

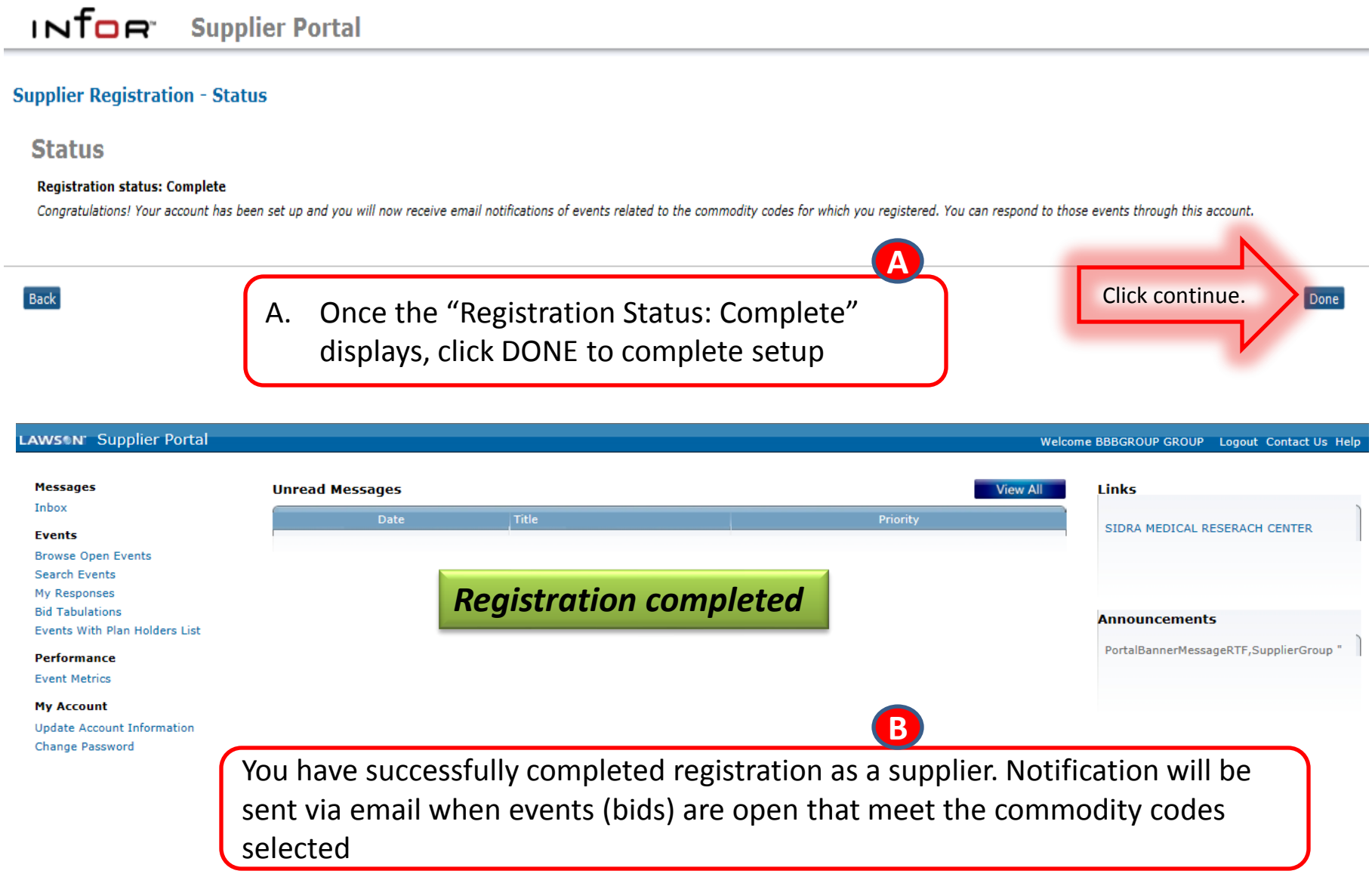
Click continue.

INFOR Supplier Portal

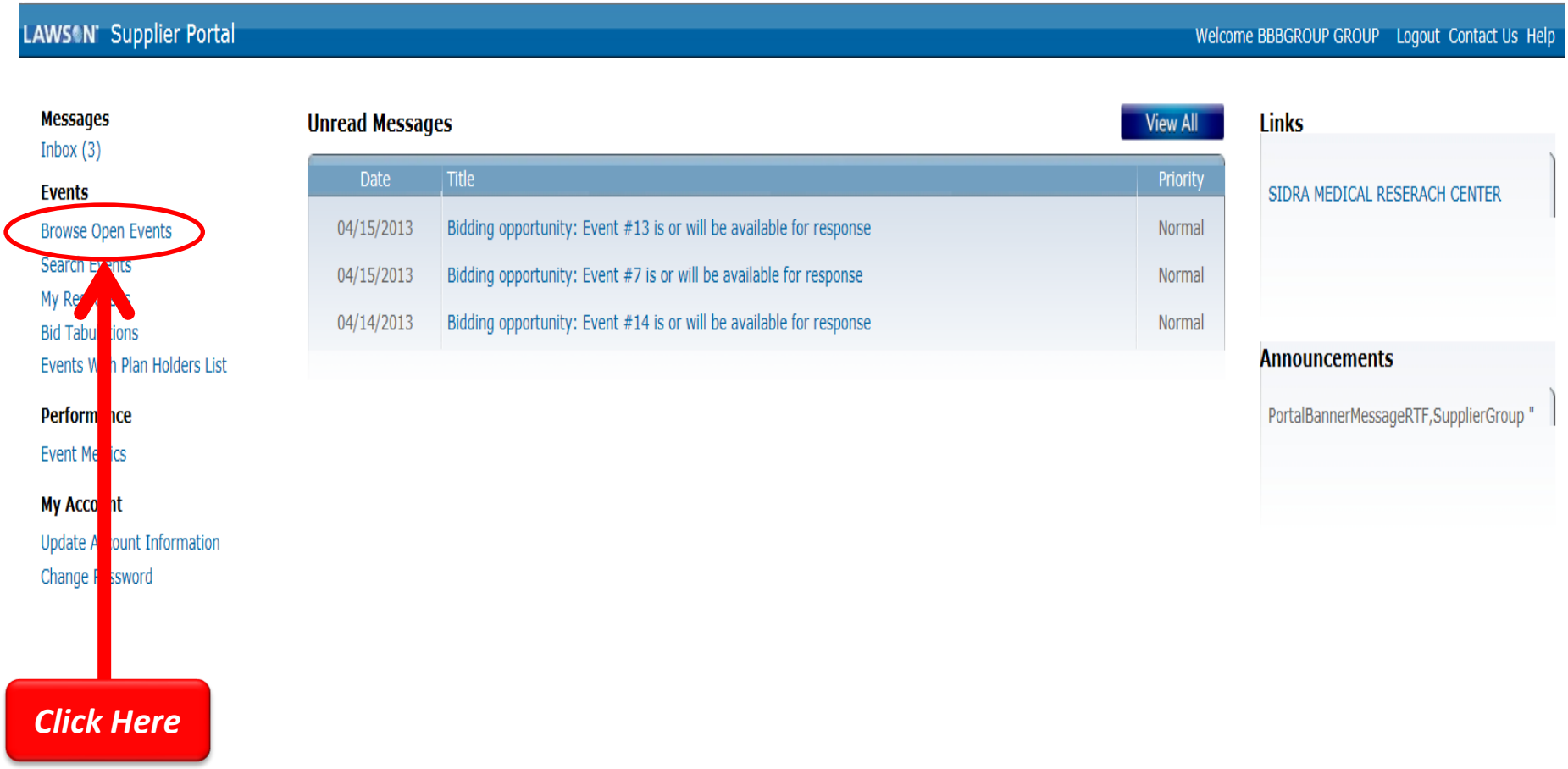
Supplier Registration - Commodity Codes

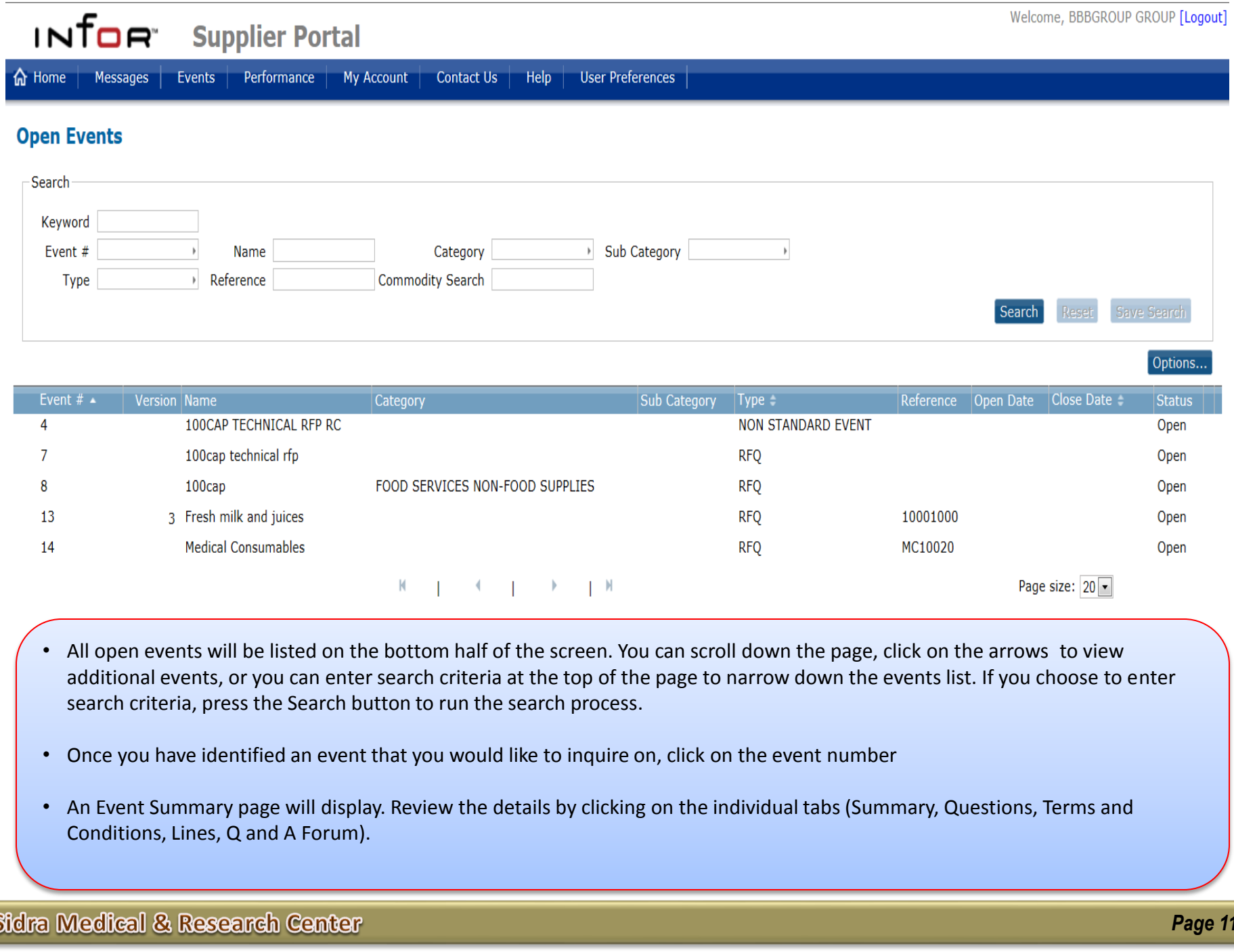


A. To select Commodity Codes for the supplier, click ADD, then select from the List of Available Commodity Codes. Make Note of Commodity Codes Selected
B. Clicks continue when completed.

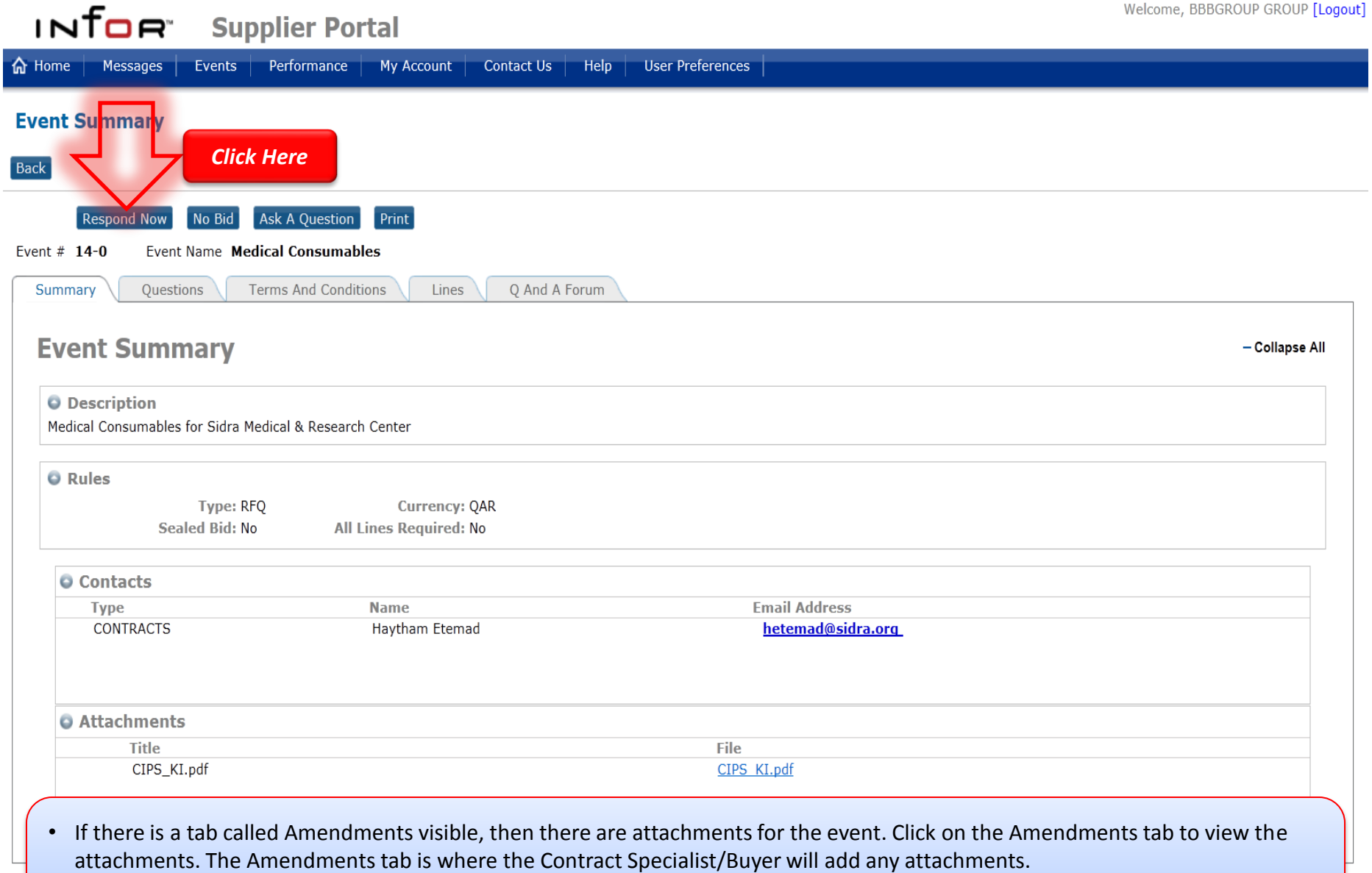

INFOR Supplier Portal
Supplier Registration - Status
Status
Registration status: Complete
Congratulations! Your account has been set up and you will now receive email notifications of events related to the commodity codes for which you registered. You can respond to those events through this account.
Back
A
A. Once the "Registration Status: Complete" displays, click DONE to complete setup
Click continue.
Done
LAWSON Supplier Portal
Welcome BBBGROUP GROUP Logout Contact Us Help
Messages
Inbox
Events
Browse Open Events
Search Events
My Responses
Bid Tabulations
Events With Plan Holders List
Performance
Event Metrics
My Account
Update Account Information
Change Password
Unread Messages
View All
Date
Title
Priority
Registration completed
Links
SIDRA MEDICAL RESERACH CENTER
Announcements
PortalBannerMessageRTF,SupplierGroup "
B
You have successfully completed registration as a supplier. Notification will be sent via email when events (bids) are open that meet the commodity codes selected

2. Supplier Bid Response.



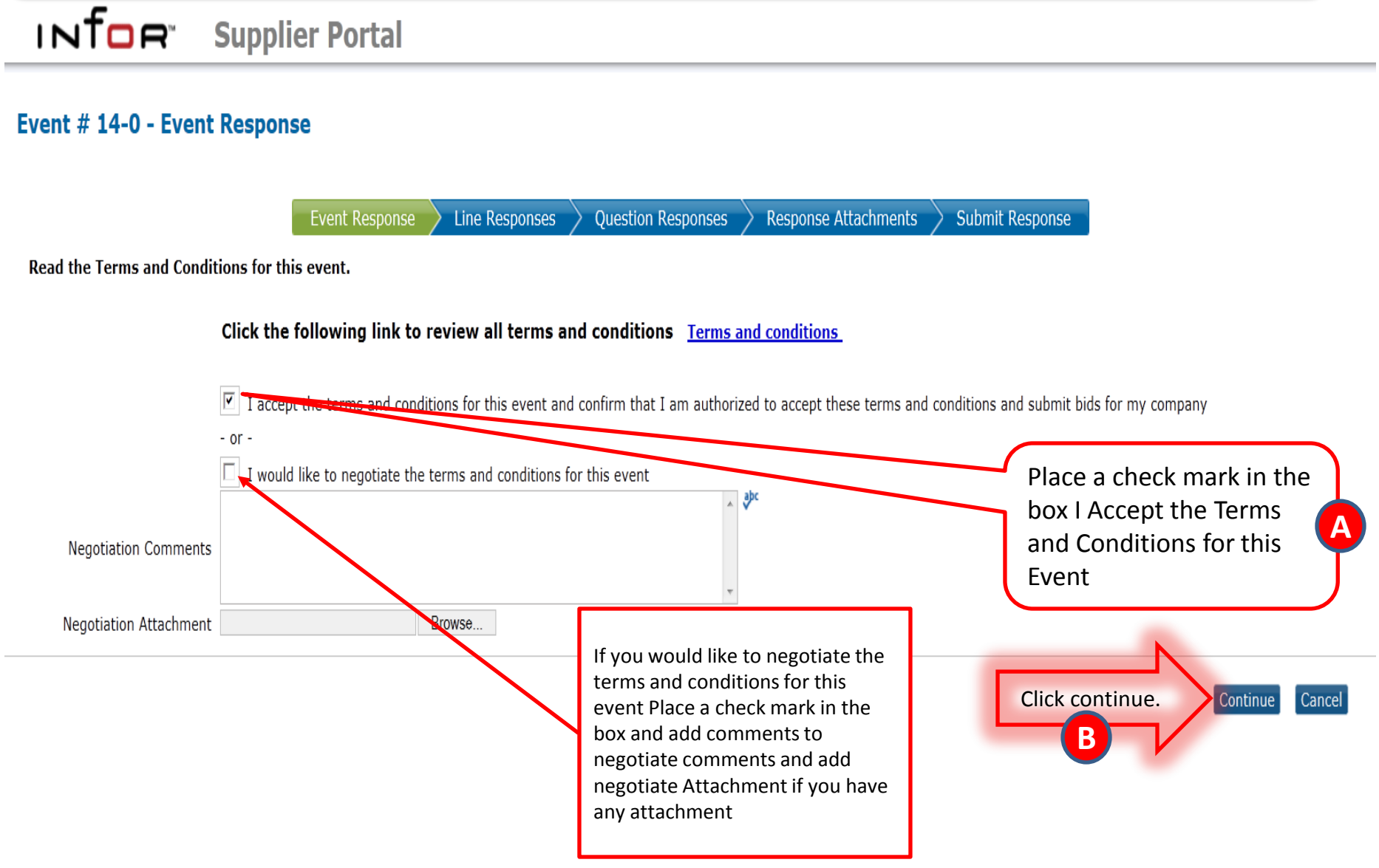


- All open events will be listed on the bottom half of the screen. You can scroll down the page, click on the arrows to view additional events, or you can enter search criteria at the top of the page to narrow down the events list. If you choose to enter search criteria, press the Search button to run the search process.
- Once you have identified an event that you would like to inquire on, click on the event number
- An Event Summary page will display. Review the details by clicking on the individual tabs (Summary, Questions, Terms and Conditions, Lines, Q and A Forum).



- If there is a tab called Amendments visible, then there are attachments for the event. Click on the Amendments tab to view the attachments. The Amendments tab is where the Contract Specialist/Buyer will add any attachments.
- You can then click on any additional attachments and view/print/save them.

To submit a bid for the event, click on the Respond Now button from the Event Summary page. Respond Now
Event Response page will open.


INFOR Supplier Portal
Event # 14-0 - Event Response
Event Response
Line Responses
Question Responses
Response Attachments
Submit Response
Read the Terms and Conditions for this event.
Click the following link to review all terms and conditions
Terms and conditions
I accept the terms and conditions for this event and confirm that I am authorized to accept these terms and conditions and submit bids for my company
- or -
I would like to negotiate the terms and conditions for this event
Negotiation Comments
Negotiation Attachment
Browse...
Place a check mark in the box I Accept the Terms and Conditions for this Event
A
If you would like to negotiate the terms and conditions for this event Place a check mark in the box and add comments to negotiate comments and add negotiate Attachment if you have any attachment
Click continue.
B
Continue
Cancel

Event # 14-0 - Line Responses

Sourcing Event Response Created

Event Response | Line Responses | Question Responses | Response Attachments | Submit Response

Respond to at least one event line. An * by the line number indicates a response is required.

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	AOC	Total Bid	Net Unit Pric	
1	100371	SURGICAL GLOVES	1,000.0000		EA						Respond
2	100372	MEDICAL GLOVES	1.0000		EA						Respond

Page size: 10

Back | Continue | Cancel

- The system will list all of the line items associated with the event. Respond to each line by clicking on the ***Respond*** hyperlink at the end of each line.

Event # 14-0 - Line Response

Line Response

Respond to at least one event line. An * by the line number indicates a response is required.

Line 1 Details

Description	**SURGICAL GLOVES**				
Item	**100371**	Item Description	**SURGICAL GLOVES**	Output Type	**PO**
Quantity	**1,000.0000**	UOM	**EA**	Requested Delivery Date	**04/18/2013**
Manufacturer Code		Division		Manufacturer Number	
Commodity Code	**4214**	Commodity Description	**PATIENT CARE AND TREATMENT PRODUCTS AND SUPPLIES**		

Enter Line 1 Response Information

Vendor Item: SG00102000
Vendor Item Description: SURGICAL GLOVES
Quantity: 10000000
UOM: EA UOM Detail:
Unit Price: .50 -or- ☐ No Charge -or- ☐ No Bid - reason
Extended Price:
AOC:
Total Bid:
Net Unit Price:
Delivery Date: 04/18/2013
Response Comments:

A

When the Respond hyperlink is clicked, the Line Response details will display. Enter the following item information:

1. Vendor Item Number – Indicate your item number.
2. Vendor Item Description – Indicate a description for the item.
3. Quantity – Enter the quantity that you are bidding on. Hint: You can copy and paste the information listed for the above items to expedite your quote submittal.
4. Select Unit Price (enter unit price), No Charge, or No Bid (use drop down box to select an explanation)
5. Response Comments – Enter the specified item you are quoting (e.g., Manufacture Name, Part Number, description, etc.)

Continue Cancel

Click continue.

B

Event # 14-0 - Line Responses

Event Response | Line Responses | Question Responses | Response Attachments | Submit Response

Respond to at least one event line. An * by the line number indicates a response is required.

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	AOC	Total Bid	Net Unit Price	
1	100371	SURGICAL GLOVES	1,000.0000	1,000.0000	EA	0.50000	500.00		500.00	0.50000	Edit response
2	100372	MEDICAL GLOVES	1.0000	1.0000	EA	1.00000	1.00		1.00	1.00000	Edit response

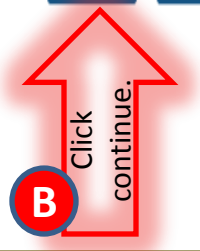
Page size: 10

Back

A

Continue Cancel

- After Click the Continue button the system will bring you back to the Line Responses page. Repeat last step for each line that you would like to respond to.
- Click the Continue button.



Event # 14-0 - Question Responses

Event Response | Line Responses | Question Responses | Response Attachments | Submit Response

Respond to the questions for this event. An * indicates a required field.

1. **Does the vendor have a commercial license in Qatar?**
   Answer: Yes
   Attach document: C:\Users\mmostafa\Desktop\CIPS_ Browse...

2. **Has the license ever been suspended?**
   Answer: Yes
   Attach document: C:\Users\mmostafa\Desktop\CIPS_ Browse...

3. **Does the vendor prepare annual audited financial statements?**
   Answer: Yes
   Attach document: C:\Users\mmostafa\Desktop\CIPS_ Browse...

4. **Does the vendor have exclusivity over any of the goods or services it offers?**
   Answer: Yes — vendor has exclusivity over any of the goods or services it offers
   Attach document: C:\Users\mmostafa\Desktop\CIPS_ Browse...

5. **Has the vendor been barred from doing business with Sidra?**
   Answer: vendor been barred from doing business with Sidra

A

Responses for all Event questions

Back | Continue | Cancel

Click continue.

B

- If there are any questions posed by Procurement, the system will bring you to the Question Responses page. Select an answer (Yes/No) and enter responses for all event questions. You may also be asked to upload an attachment depending on the question.

Event Response - Attachments

Attach any documents, specifications, and pictures you have for this event.

* Title CIPS_KI.pdf

* File C:\Users\mmostafa\Desktop\CIPS Browse...

* = Recuired

A

Optionally add attachments to the event by clicking on the Add button.

1. Click the Browse button.
2. The system will allow you to browse your local drive for the file to attach. Select the file and then click on the Open button to attach the file.
3. Enter a title for the attachment, if it differs from the default title.

Click continue. Continue Cancel

INFOR Supplier Portal

Event # 14-0 - Response Attachments

Sourcing Event Response Attachment Created

Event Response > Line Responses > Question Responses > Response Attachments > Submit Response

Attach any documents, specifications, and pictures you have for this event.

Attachments

Actions Delete Update List Add

Attachment Title	File
CIPS_KI.pdf	CIPS_KI.pdf

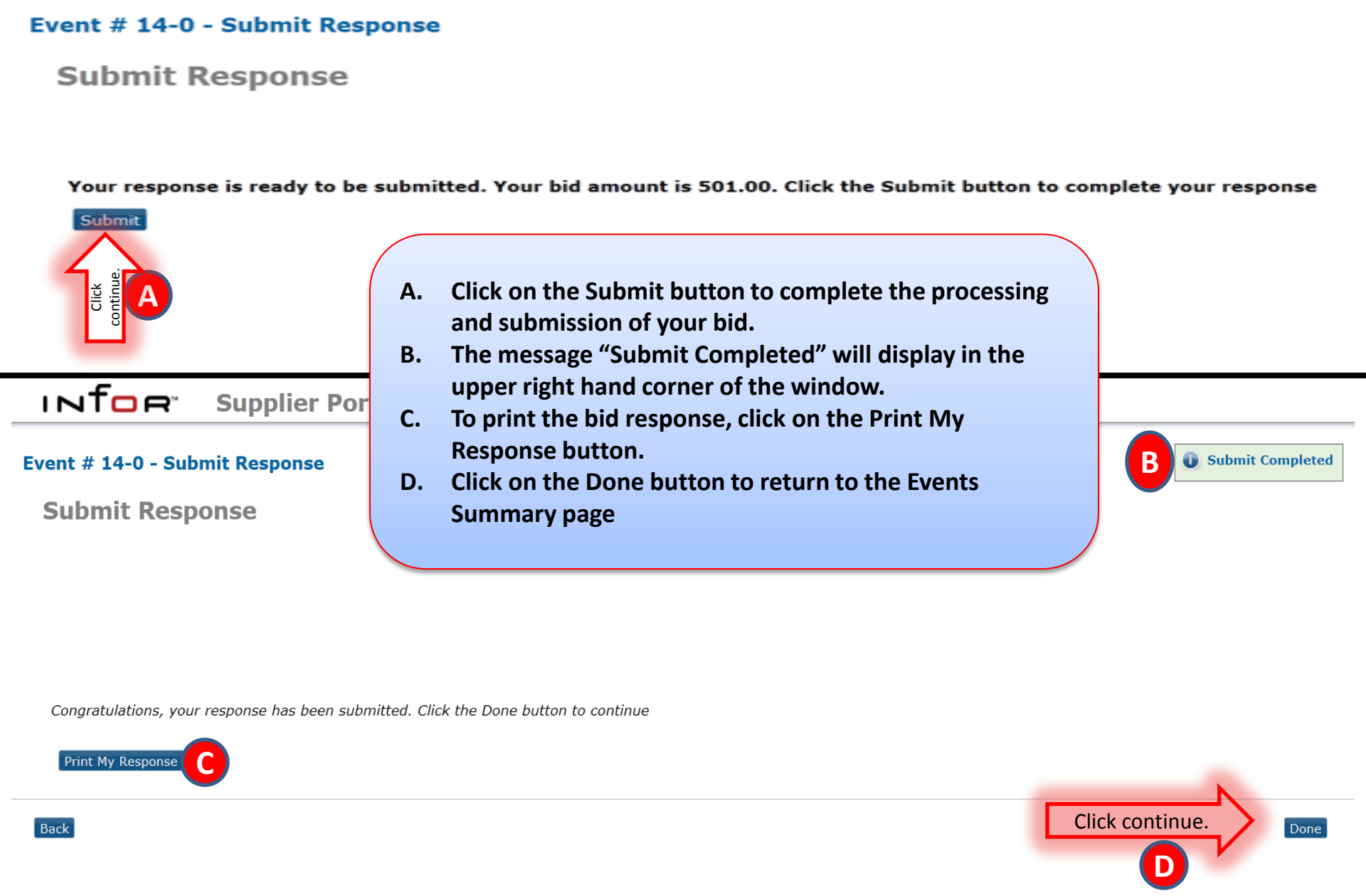
B

Verify that the file is attached and click the Continue button.

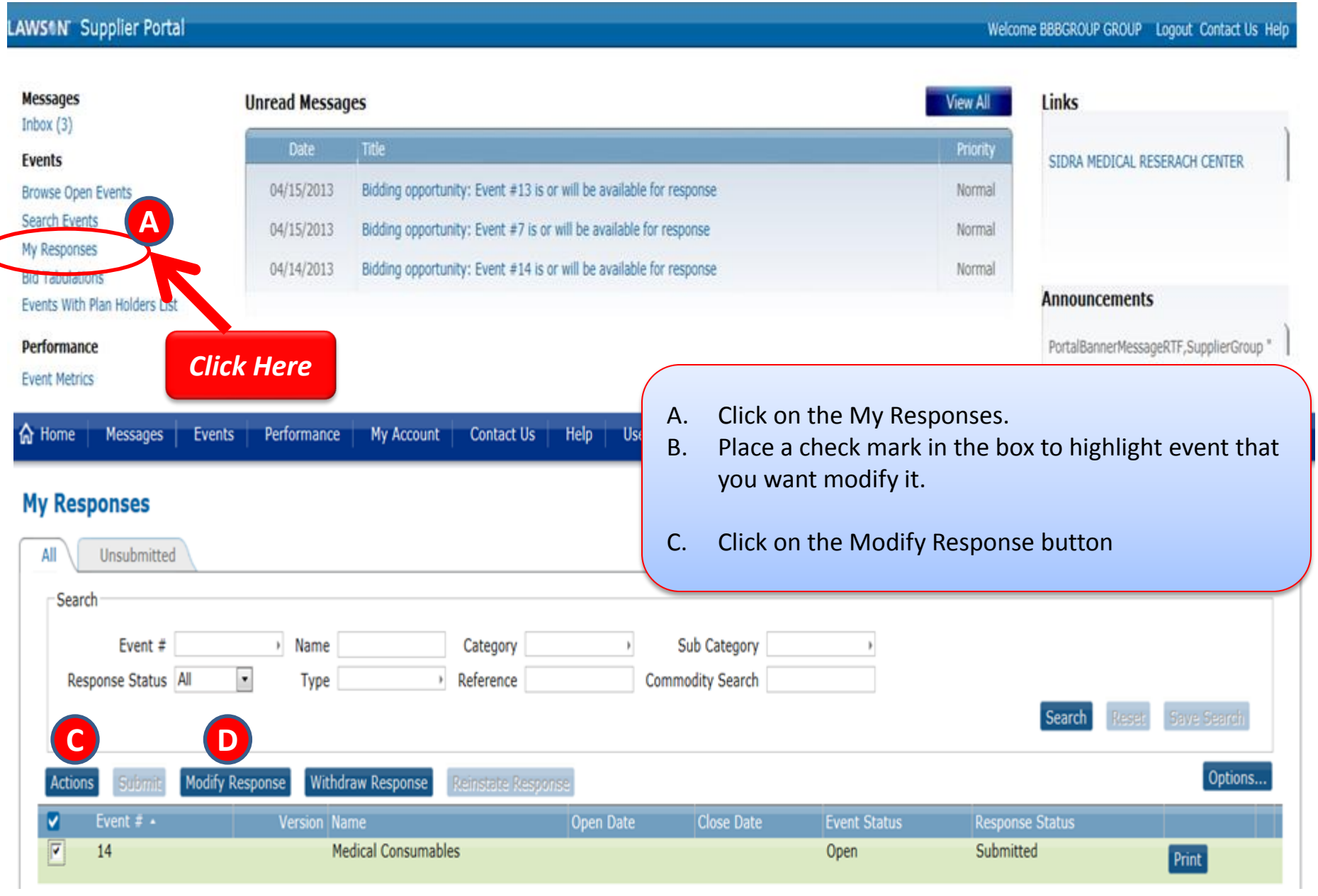
Page size: 10

Back

Click continue. Continue Cancel


Event # 14-0 - Submit Response
Submit Response
Your response is ready to be submitted. Your bid amount is 501.00. Click the Submit button to complete your response
Submit
Click continue.
A
A. Click on the Submit button to complete the processing and submission of your bid.
B. The message "Submit Completed" will display in the upper right hand corner of the window.
C. To print the bid response, click on the Print My Response button.
D. Click on the Done button to return to the Events Summary page
INFOR
Supplier Por
Event # 14-0 - Submit Response
Submit Response
B
Submit Completed
Congratulations, your response has been submitted. Click the Done button to continue
Print My Response
C
Back
Click continue.
D
Done

3- Modify Response



A. Click on the My Responses.
B. Place a check mark in the box to highlight event that you want modify it.

C. Click on the Modify Response button

A

The system will ask “Are you sure you want to Modified response?” Click on the OK button.

INFOR Supplier Portal

Event # 14-0 - Event Response

Event Response | Line Responses | Question Responses | Response Attachments | Submit Response

Read the Terms and Conditions for this event.

Click the following link to review all terms and conditions Terms and conditions

Place a check mark in the box I Accept the Terms and Conditions for this Event

B

I accept the terms and conditions for this event and confirm that I am authorized to accept these terms and conditions and submit bids for my company

- or -

I would like to negotiate the terms and conditions for this event

Negotiation Comments

Negotiation Attachment Browse...

If you would like to negotiate the terms and conditions for this event Place a check mark in the box and add comments to negotiate comments and add negotiate Attachment if you have any attachment

Click continue.

D

Continue Cancel

Event # 14-0 - Line Responses

Sourcing Event Response Updated

Event Response | Line Responses | Question Responses | Response Attachments | Submit Response

Respond to at least one event line. An * by the line number indicates a response is required.

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	AOC	Total Bid	Net Unit Price	
1	100371	SURGICAL GLOVES	1,000.0000	1,000.0000	EA	0.50000	500.00		500.00	0.50000	Edit response
2	100372	MEDICAL GLOVES	1.0000	1.0000	EA	1.00000	1.00		1.00	1.00000	Edit response

A. The system will list all of the line items associated with the event. Modify each line by clicking on the ***Edit*** ***Respond*** hyperlink at the end of each line.
B. Click continue

A

Page size: 10

B

Click continue.

Back | Continue | Cancel

Line Response

Respond to at least one event line. An * by the line number indicates a response is required.

C

Line 1 Details

Description	**SURGICAL GLOVES**				
Item	**100371**	Item Description	**SURGICAL GLOVES**	Output Type	**PO**
Quantity	**1,000.0000**	UOM	**EA**	Requested Delivery Date	**04/18/2013**
Manufacturer Code		Division		Manufacturer Number	
Commodity Code	**4214**	Commodity Description	**PATIENT CARE AND TREATMENT PRODUCTS AND SUPPLIES**		

Enter Line 1 Response Information

Vendor Item: SG00102000
Vendor Item Description: SURGICAL GLOVES
Quantity: 1,000.0000
UOM: EA — UOM Detail:
Unit Price: 0.50000 -or- No Charge -or- No Bid - reason
Extended Price: **500.00**
AOC:
Total Bid: **500.00**
Net Unit Price: **0.50000**
Delivery Date: 04/18/2013
Response Comments:

C. Modify line response information
D. Click continue

Click continue.

D

Continue | Cancel

Event # 14-0 - Line Responses

Event Response > Line Responses > Question Responses > Response Attachments > Submit Response

Respond to at least one event line. An * by the line number indicates a response is required.

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	AOC	Total Bid	Net Unit Price	
1	100371	SURGICAL GLOVES	1,000.0000	1,000.0000	EA	0.50000	500.00		500.00	0.50000	Edit response
2	100372	MEDICAL GLOVES	1.0000	1.0000	EA	1.00000	1.00		1.00	1.00000	Edit response

A

Page size: 10

A. After Click the Continue button the system will bring you back to the Line Responses page. Repeat last step for each line that you would like to modify to.
B. Click the Continue button.

B

Click continue.

Back | Continue | Cancel

Event # 14-0 - Question Responses

Event Response > Line Responses > Question Responses > Response Attachments > Submit Response

Respond to the questions for this event. An * indicates a required field.

1. **Does the vendor have a commercial license in Qatar?**
   Answer: Yes
   Attach document: CIPS_KI.pdf
   Reset Attachment
2. **Has the license ever been suspended?**
   Answer: Yes
   Attach document: CIPS_KI.pdf
   Reset Attachment
3. **Does the vendor prepare annual audited financial statements?**
   Answer: Yes
   Attach document: CIPS_KI.pdf
   Reset Attachment
4. **Does the vendor have exclusivity over any of the goods or services it offers?**
   Answer: Yes — vendor has exclusivity over any of the goods or services it offers
   Attach document: CIPS_KI.pdf
   Reset Attachment
5. **Has the vendor been barred from doing business with Sidra?**
   Answer: vendor been barred from doing business with Sidra

Modify question Responses for Event questions

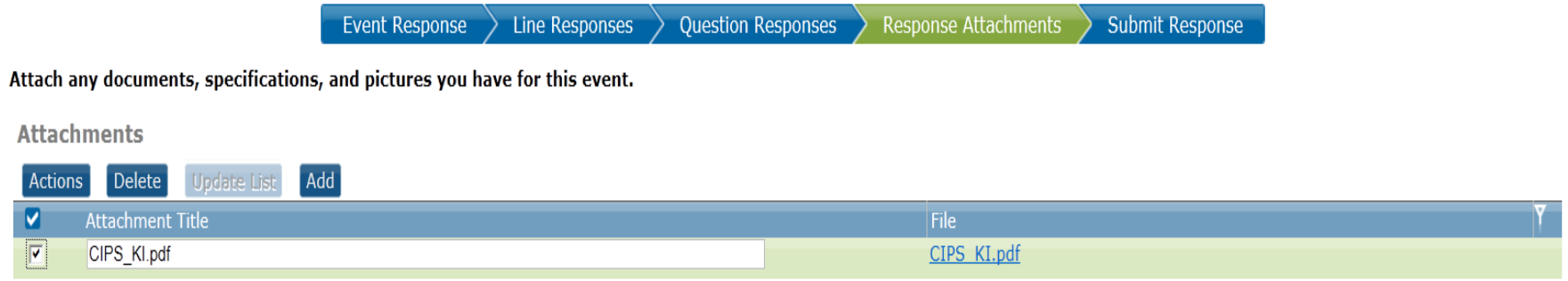
C

Click continue.

D

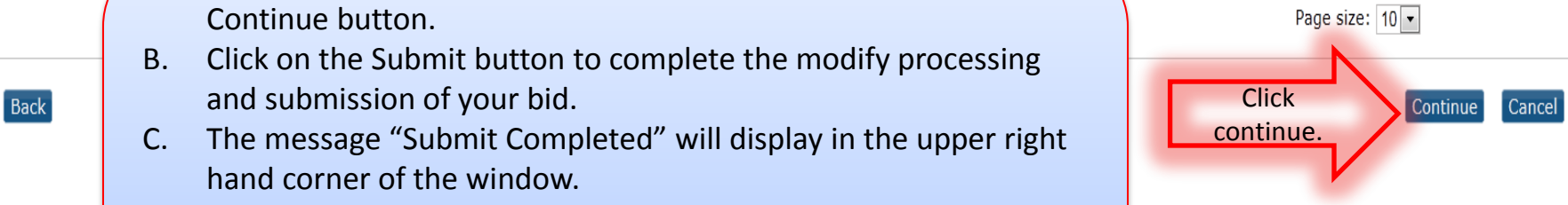
Back | Continue | Cancel

Event # 14-0 - Response Attachments

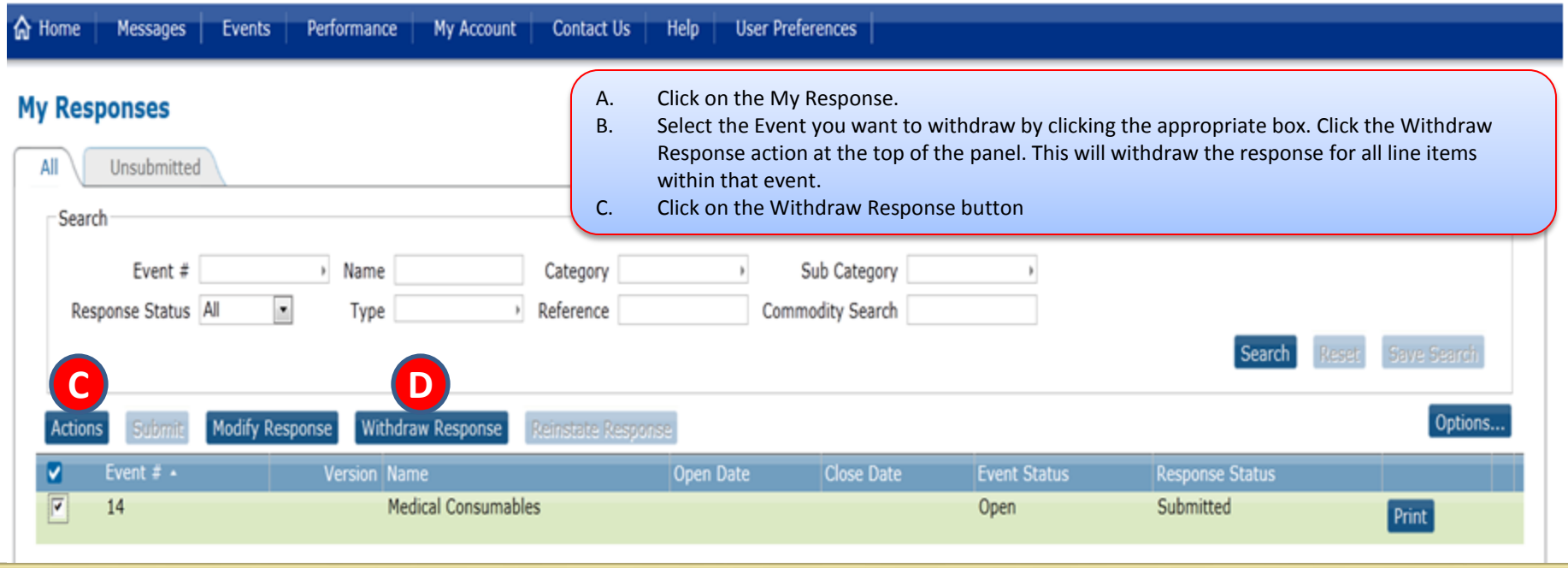


A. Add, remove or verify that the file is attached and click the Continue button.
B. Click on the Submit button to complete the modify processing and submission of your bid.
C. The message “Submit Completed” will display in the upper right hand corner of the window.
D. To print the bid response, click on the Print My Response button.

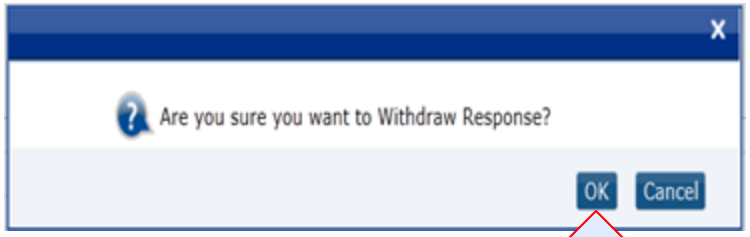
E. Click on the ***Done*** button to return to the Events Summary page.



4- supplier withdraws response

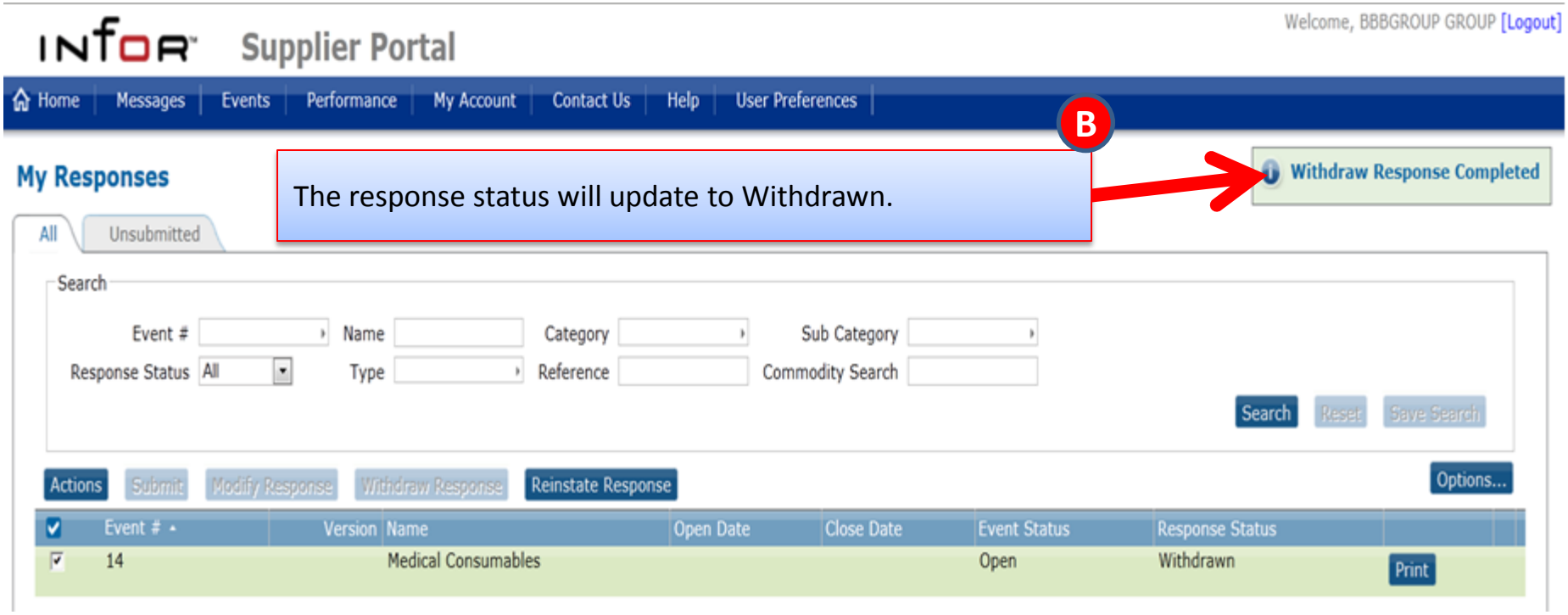


A. Click on the My Response.
B. Select the Event you want to withdraw by clicking the appropriate box. Click the Withdraw Response action at the top of the panel. This will withdraw the response for all line items within that event.
C. Click on the Withdraw Response button



A

The system will ask “Are you sure you want to withdraw response?” Click on the OK button.

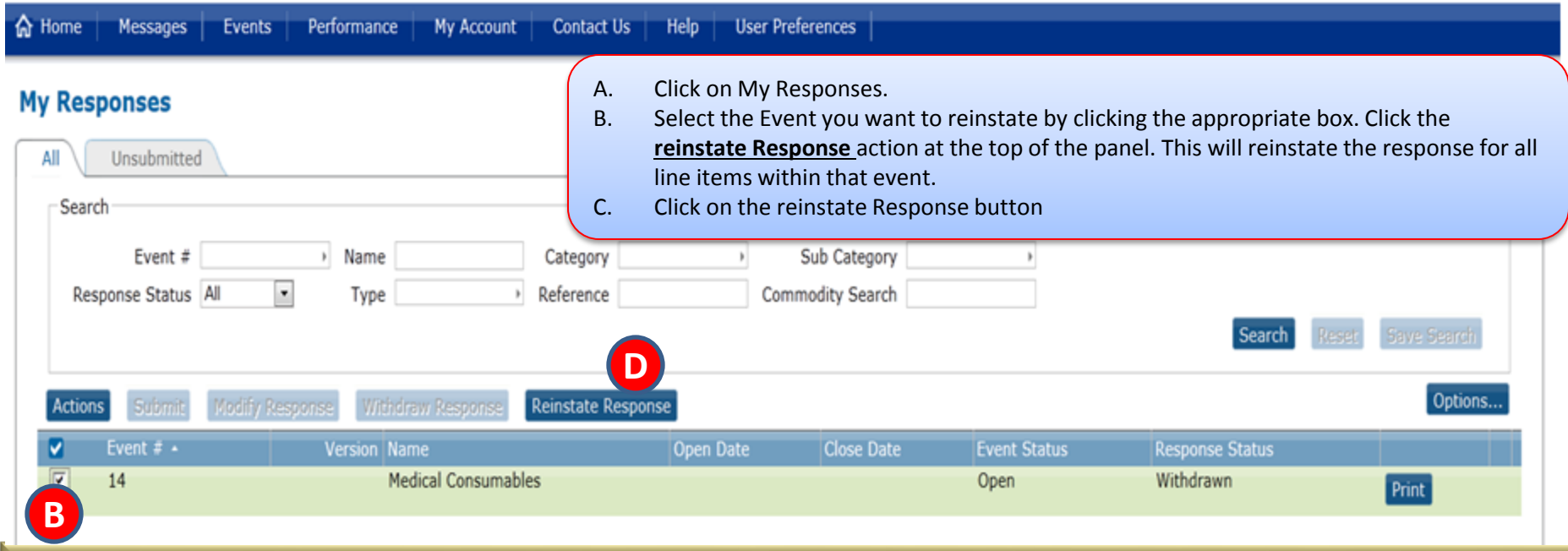


B

The response status will update to Withdrawn.

Withdraw Response Completed

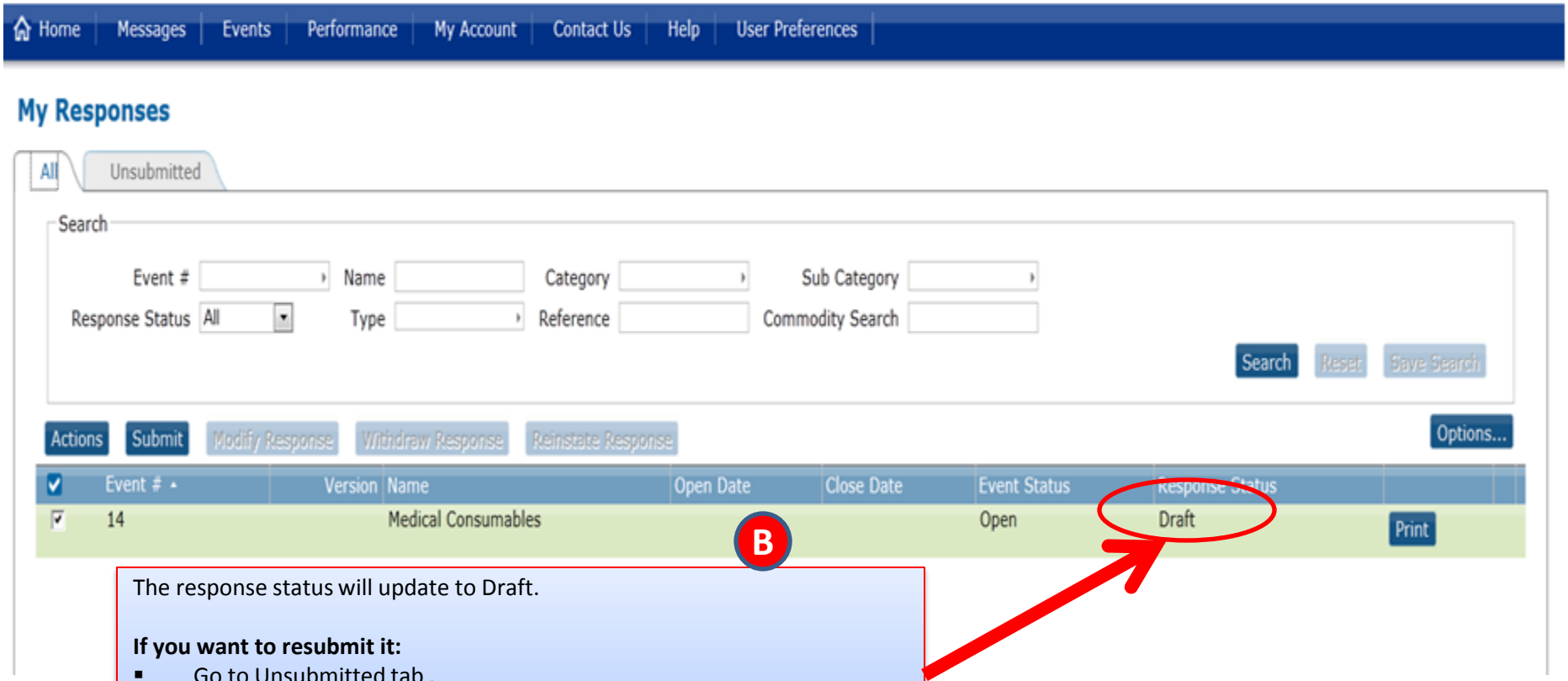
5- Supplier reinstate response



A. Click on My Responses.
B. Select the Event you want to reinstate by clicking the appropriate box. Click the **reinstate Response** action at the top of the panel. This will reinstate the response for all line items within that event.
C. Click on the reinstate Response button

A

The system will ask “Are you sure you want to reinstated response?” Click on the OK button.



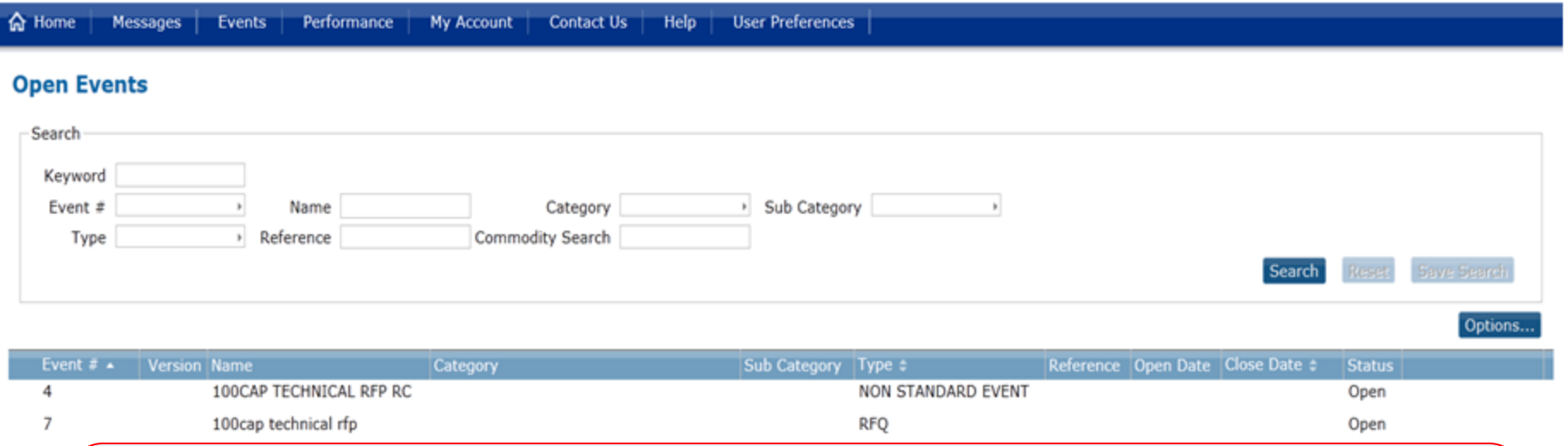
B

The response status will update to Draft.

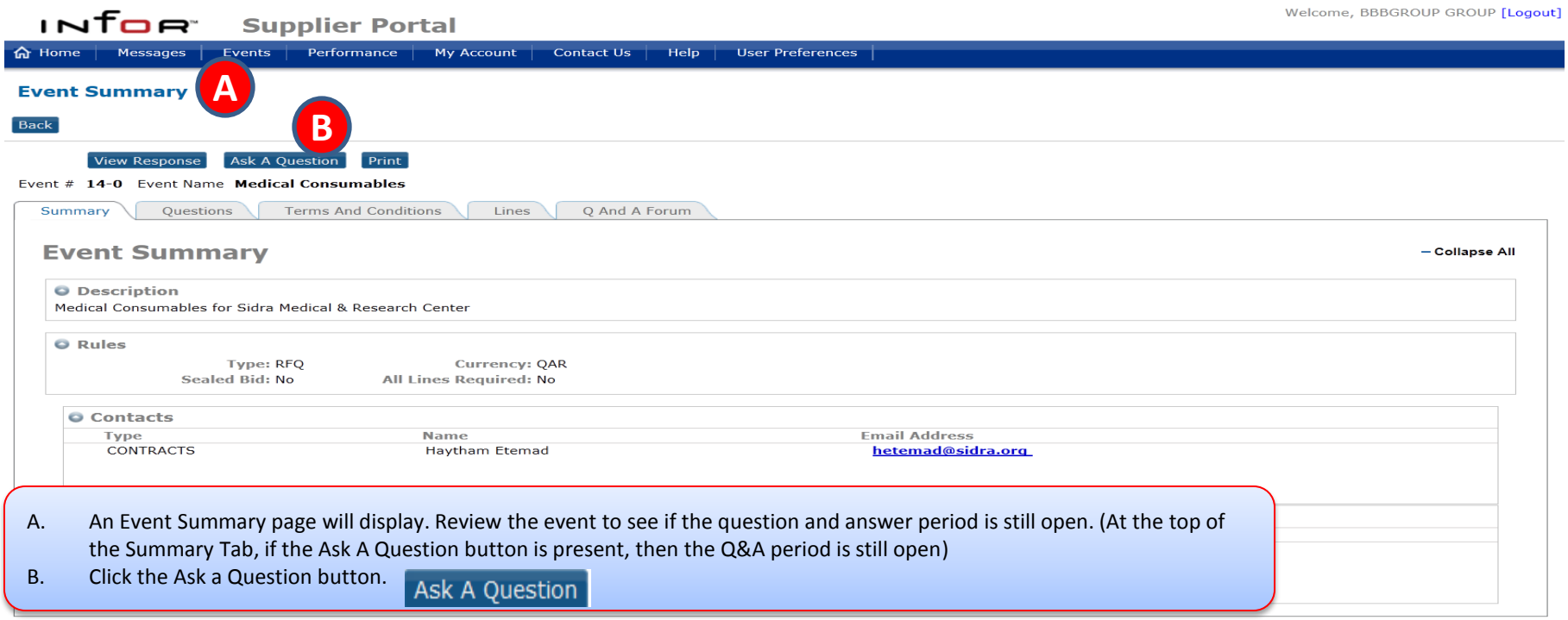
If you want to resubmit it:

- Go to Unsubmitted tab .
- Select the Event if you want to Submitted by clicking the appropriate box.
- Click the submit action at the top of the panel.

6- Supplier Asks Question

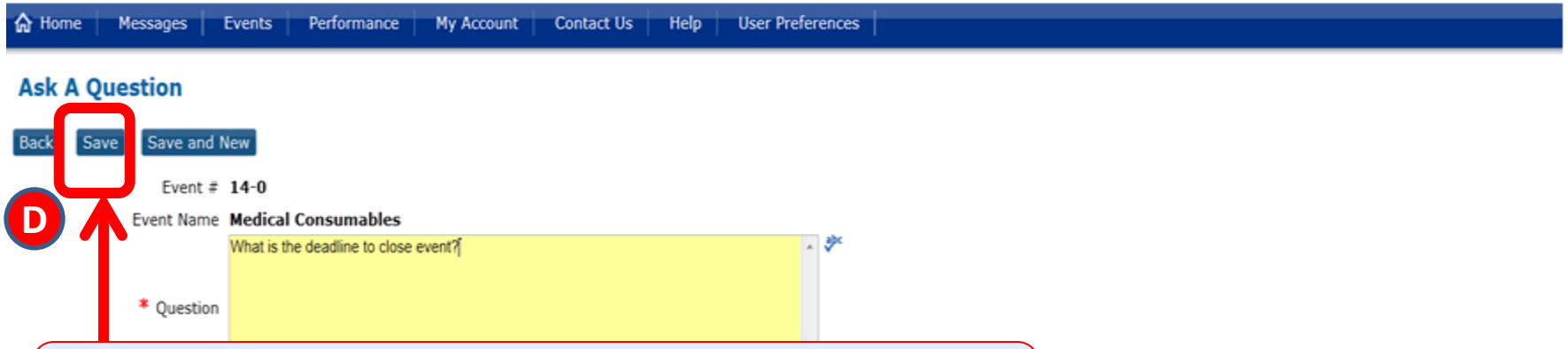


- All open events will be listed on the bottom half of the screen. You can scroll down the page, click on the arrows to view additional events, or you can enter search criteria at the top of the page to narrow down the events list. If you choose to enter search criteria, press the **Search button** to run the search process.
- Once you have identified an event that you would like to inquire on, click on the event number
- An Event Summary page will display. Review the event to see if the question and answer period is still open. (At the top of the Summary Tab, if the Ask A Question button is present, then the Q&A period is still open)



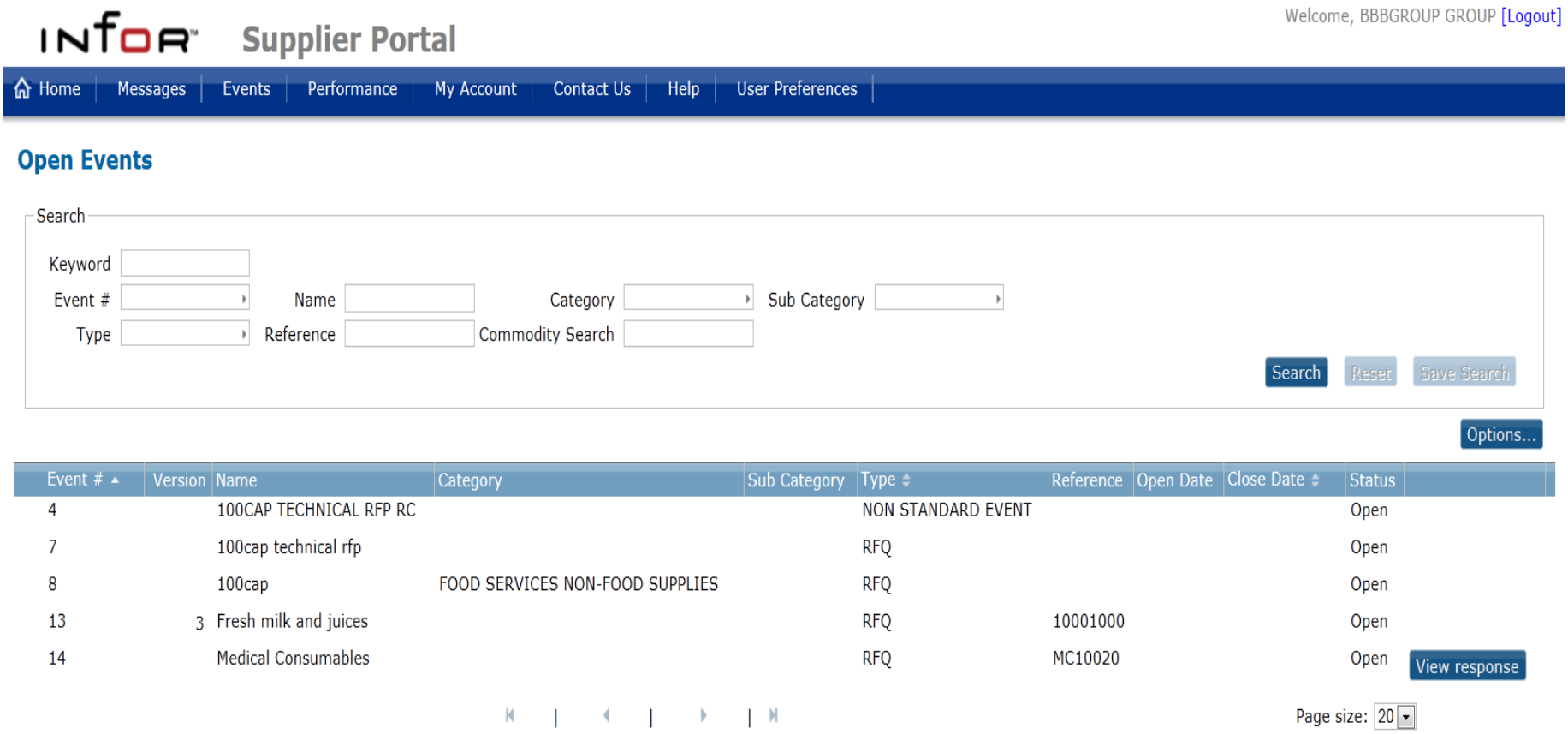
A. An Event Summary page will display. Review the event to see if the question and answer period is still open. (At the top of the Summary Tab, if the Ask A Question button is present, then the Q&A period is still open)

B. Click the Ask a Question button.

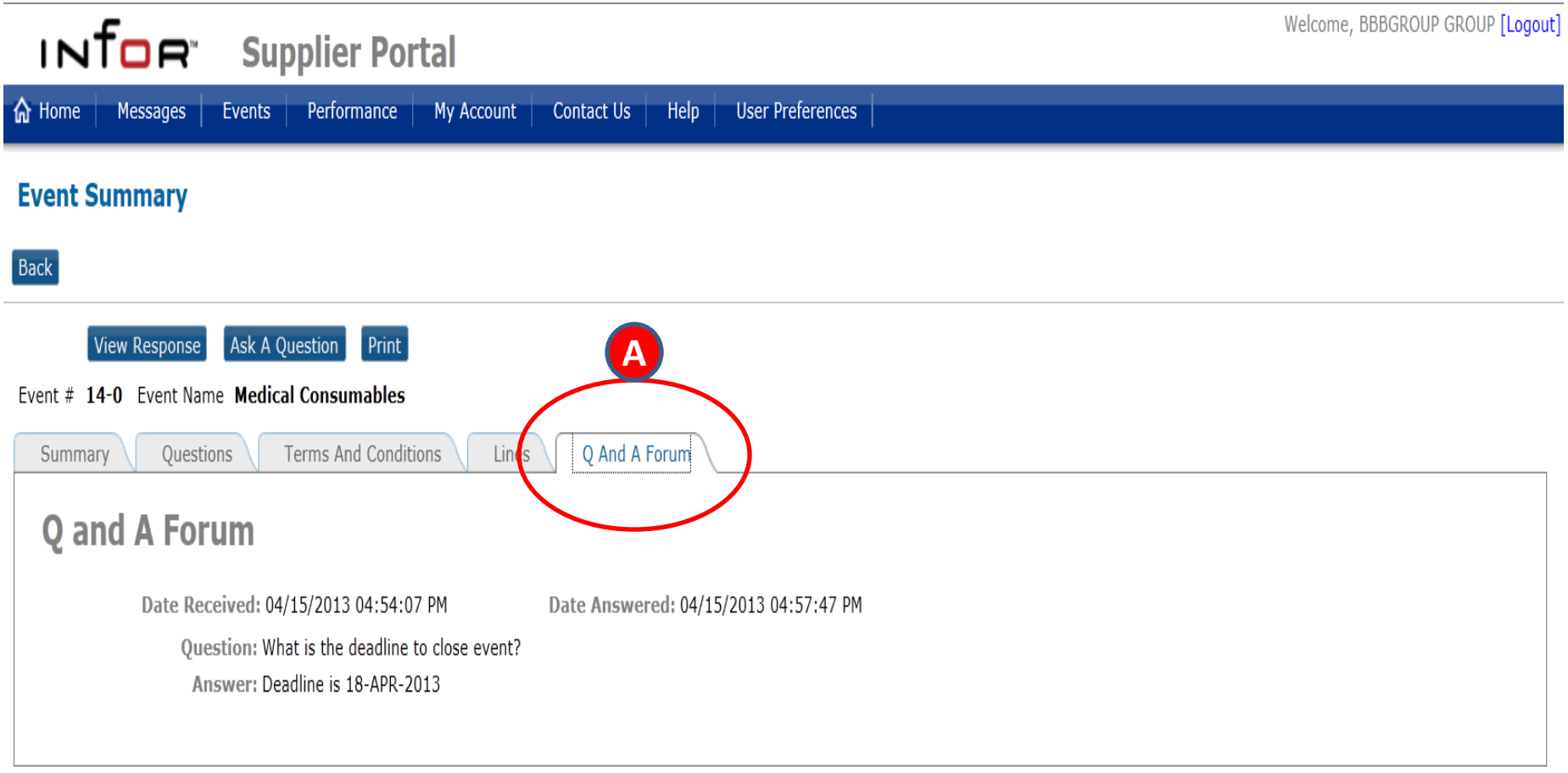


- The Ask a Question screen/field will display. Enter your question in the text box.
- Click the Save button or click Save & New to ask additional questions.
- A Sourcing Event Q&A Created message will appear in the upper right hand corner of the screen.

7- Check for Answers to Questions



- All open events will be listed on the bottom half of the screen. You can scroll down the page, click on the arrows to view additional events, or you can enter search criteria at the top of the page to narrow down the events list. If you choose to enter search criteria, press the Search button to run the search process.
- Once you have identified an event that you would like to inquire on, click on the event number.



A. The Event Summary Page will open. Click on the Q&A Forum Tab to review the questions and answers associated with the event.